

HEALTH AND SAFETY ANALYST

DEFINITION

Under direction, the *Health and Safety Analyst* performs analytical and/or scientific work to ensure compliance with regulations of the California Occupational Health and Safety Administration (Cal/OSHA) and other State regulatory agencies; identifies and evaluates safety and health conditions affecting judicial branch employees; formulates and recommends measures to eliminate or control occupational health and safety hazards; promotes occupational health and safety programs for the prevention of hazards; fire and life safety systems compliance; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a single-level professional classification. *Health and Safety Analysts* plan, conduct, and assist in health and safety investigations and surveys. Incumbents function as subject matter experts regarding regulations set forth by Cal/OSHA and in the collection of air, water, and other environmental samples. Positions assigned to this class make recommendations for the improvement of conditions that adhere to federal and state environmental laws and regulations.

EXAMPLES OF DUTIES

- Develops protocol and procedures for health and safety compliance.
- Designs, conducts, and reports on facility health and safety surveys of branch facilities; assesses health and safety conditions to determine if the staff or the general public may be exposed to unsafe or unhealthful conditions.
- Develops programs and investigates complaints related to safety issues such as walking/working surfaces and fall protection; ingress/egress; confined spaces (as defined by Cal/OSHA) and other issues arising in the occupational setting.
- Develops programs and investigates complaints related to environmental health issues such as noise, vibration, fumes, toxic chemicals, lighting, ventilation, asbestos, lead and related occupational issues.
- Develops Requests for Proposals and contracts for health and safety assessments and management services, manages and oversees contract performance.
- Prepares technical reports and recommends corrective measures to improve health and safety conditions.
- Evaluates the effectiveness of special sampling techniques and laboratory analysis procedures for the sampling and testing of unusual health and safety conditions.
- Reviews chemical, equipment, and product specifications to determine potential exposure to physical or chemical stressors and makes appropriate recommendations.
- Evaluates personal protective equipment (PPE) used in branch facilities as to effectiveness and recommends changes in the use of PPE.

- Assesses equipment use and specifications to determine potential safety exposure conditions.
- Reviews applicable technical texts, journals; and state, federal and local regulations governing occupational safety and determines applicability and potential liability to the branch.
- Performs liaison functions with regulatory agencies and court administration to determine environmental and health and safety concerns as well as the best practices for issue resolution.
- Develops educational programs related to occupational health safety for judicial branch staff.
- Recommends solutions, mitigation measures, improvements, or corrective actions using environmental and health and safety knowledge.
- Works with contractors or consultants performing tasks involving environmental assessment to ensure timely and thorough completion.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- State, federal and local regulations pertaining to occupational health and safety.
- Engineering principles related to controls of health and safety hazards.
- Industrial hygiene sampling/monitoring equipment.
- Methods of recognition, evaluation, and control of occupational health and safety hazards.
- Basic principles and techniques of project management.
- Toxicity of chemicals and their effects on humans.

Ability to:

- Ensure that consultants/contractors apply scientifically sound methods in sample collection and analysis.
- Develop occupational safety and industrial hygienist programs and projects.
- Oversee consultants, engineers and safety contracts and performance.
- Evaluate proposed health and safety standards and make recommendations for their modification and acceptance.
- Demonstrate advanced technical skill and experience with regulations such as those set forth by Cal/OSHA.
- Interpret regulations and define their applicability to operations and assets.
- Act as a liaison with regulatory agency personnel.
- Plan, manage, and deliver multiple projects.
- Deduce relationships between medical and environmental conditions.
- Organize own work, set priorities, and meet critical deadlines.

- Plan, organize, review, and evaluate the work of consultants, contractors and others.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, and project management software.
- Prepare and deliver effective oral presentations.
- Prepare a variety of written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

Valid certification is required for positions identified as either a Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP).

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major coursework in engineering, geosciences, public health, industrial hygiene, urban planning, political science, government, occupational health or safety, industrial hygiene, or a closely related field, and three years professional experience identifying, evaluating, and controlling safety hazards in work places; or three years developing, evaluating, and implementing occupational or environmental health standards is required.

Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may substitute for one year of the required experience.